

USEPA/OECA/OC
State and Tribal Assistance Grants (STAG) 2001
Michigan: Business Needs Assessment and Measurement of Work Product Effectiveness
Quarter 4, FY2003
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**Quarterly Reporting Form for EPA's 2000 and 2001
Enforcement and Compliance Assurance Grants**

Reporting Period: Year: 2003

- ☐ Oct-Dec (due last working day Jan)
☐ Jan-Mar (due last working day Apr)
☐ Apr-Jun (due last working day Jul)
☒ Jul-Sep (due last working day Oct)

I. Information

State of Michigan
Department of Environmental Quality
Environmental Assistance Division

Grant Project Title: *Business Needs Assessment and Measurement of Work Product Effectiveness*

Grant Contact: Donna Davis
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Funds Received by State: \$40,000
Grant Approved by EPA on: June 26, 2001
EPA Regional Project Officer: Linda Mangrum, OECA, Region V
Author of quarterly report: Donna Davis

II. Status of Project Milestones

Each milestone for the entire project should be entered into this table at the beginning of the grant period and should appear in every quarterly report (unless it is dropped from the project).

With each quarterly report fill in dates or add milestones as appropriate. If dates or milestones are adjusted in

subsequent reports, please indicate this in the comment field or in text below the table.

Project Milestones	Date Action Initiated	Anticipated Completion Date	Completion Date
Securing state permission to hire outside contractor	September 2001	October 2001	November 2001
Securing state permission to hire outside contractor	September 2001	October 2001	November 2001
Development of state RFP to hire outside contractor	September 2001	November 2001	November 2001
Draft Request for Proposal (RFP) under administrative and management review by state department officials	December 2001	December 2001	January 2002
Request made for a "no-cost" date extension of grant to EPA	December 2001	January 2002	January 2002
EPA approval of "no cost" date extension of grant	January 2002	January 2002	January 24, 2002
RFP approved by state department officials	February 2002	February 2002	February 6, 2002
State acceptance of "no cost" date extension to grant	February 2002	February 2002	February 8, 2002
Contractual consultant selected and approved by state department officials	March 2002	March 2002	March 26, 2002
Preliminary grant content meeting between state grantee and contractual consultant	March 2002	March 28, 2002	March 28, 2002
Project outline proposed by contractual consultant and discussed with state grantee (see attached "Contractor_ Project Outline1, 2, 3, 4 and 5. GIF" files)	April 8, 2002	May 1, 2002	May 1, 2002
Research plan developed by contractual consultant and submitted to state grantee; research plan accepted; consultant begins development of survey and focus group questionnaires	May 31, 2002	May 31, 2002	May 31, 2002
Survey distribution tentatively scheduled	May 31, 2002	September 2002	September 2002
Focus group forums tentatively scheduled	July 24, 2002	September 2002	September 2002
Guidebook customer DRAFT survey developed	August 2002	September 2002	September 2002
Focus group protocol developed	September 2002	September 2002	September 2002
Focus group forums completed	Sept. 17 & 19, 2002	Sept. 17 & 19, 2002	Sept. 17 & 19, 2002
Guidebook customer survey finalized	August 2002	September 2002	October 2002
Non-customer DRAFT survey developed	August 2002	September 2002	November 2002
DRAFT cover letters for each survey developed	September 2002	September 2002	October 2002
Focus group report developed	September 2002	November 2002	October 2002
Cover letters for each survey finalized	November 2002	November 2002	November 2002

Project Milestones <i>(continued)</i>	Date Action Initiated	Anticipated Completion Date	Completion Date
Guidebook customer survey delivered	November 2002	December 2002	December 2002
Non-customer survey delivered	December 2002	January 2003	January 2003
Guidebook customer survey report developed	January 2003	March 2003	March 2003
Non-customer survey report developed	January 2003	May 2003	April 2003
Final grant project summary report (incorporating lessons learned from Focus Group Forums, Guidebook Customer, and Non-customer surveys) submitted to EPA	August 2003	September 2003	September 2003

III. Status of Project Completion.

If this anticipated date is later than the date reported on the last report, please explain.

All project milestones are have been completed as of September 30, 2003.

IV. Results:

*Describe results and attach additional information if necessary. Examples of results for **outcome measurement** might include progress on major milestones such as data on improvements from enforcement or compliance assurance activities, establishment of a baseline for compliance rate, development of a data system, completed methodology, survey design complete, or survey results obtained. Examples of results from **data quality** might include actual improvements in data quality or completeness, use of the data for program management. Examples of results from **public access** might include successfully making information available or statistics on the actual use of the information by the public (e.g., website hits).*

See the attached final report entitled “An Evaluation of Work Product and Program Effectiveness of the Michigan Manufacturers’ Guide to Environmental, Safety and Health Regulations, and the Michigan (Small Business) Clean Air Assistance Program.”

V. Other

Reports should be sent to your EPA Regional Project Officer, and to David Piantanida at the email or address below.

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